



Lewis Little Folks

SUMMER CAMP 2006

REGISTRATION / INFORMATION PACKET

Dear Parents,

We are presenting our plans for our 2006 Summer Camp Program! We are looking forward to a fun filled summer with your child.

Our summer camp program has been planned to provide an exciting calendar of activities to interest everyone. We have scheduled physical fitness activities such as swimming lessons, water park, and sports class. We plan to hold our own version of “safety town” during the first week of camp. We have at least 11 field trips planned. The program will also include arts and crafts, science projects, woodworking, storytellers, classes in cooking, and nature walks. We have arranged for a yellow school bus through the Berea School System for field trip transportation, but parent chaperones will be needed for all field trips. A detailed calendar of events and times will be distributed to parents of registered children at a later date before summer camp begins. Along with this calendar, parents will be asked to sign up to chaperone field trips. We will need each parent to sign up for at least one trip. Sign up will be done by lottery for popular trips, and it will be required to sign up for a water park trip to be included in these lotteries. More information on chaperone sign-ups will be coming.

Enrollment to this year’s summer program is open to children entering Kindergarten, first, second, and third grade. We are planning to enroll 60 children in the camp program with 5 full time teachers. The program begins June 12 through August 25, 2006 (11 weeks). By enrolling your child in our program, you are committing to the entire 11 weeks. No partial enrollment will be accepted. LLF needs to employ adequate staffing and ensure all expenses are covered regardless of the number of children in attendance; therefore this policy is now added. Your security deposit will be applied to weeks 10 and 11 if your child is withdrawing from enrollment at the conclusion of camp.

There will be a one-time activity fee of \$185. This covers the expense of all activities and transportation. There is also a registration fee and security deposit for children not currently enrolled in LLF. Weekly tuition will be announced sometime in May. Please review all of the information in this package and refer to the Enrollment Information page for enrollment requirements and dates and times of enrollment.

We are asking for all parents to provide your child with a blue Lewis Little Folks T-shirt, which can be purchased in the LLF office for \$6.00. If your child already has one of these shirts, this purchase is not necessary. We would like for each child to have this particular T-shirt on during each field trip. It helps our teachers and chaperones quickly identify children with our group. We also encourage parents who plan to chaperone to purchase a shirt to wear on our field trips. Adult T-shirts are \$7.00. Please clearly label your child's T-shirt with your child's name.

If you are enrolling your child in our camp program for this year, please retain the information in this packet for reference during the camp program.

General Information

Swimming: Swimming lessons have been arranged at the Brook Park Recreation Center on Holland Road in Brook Park. The children will be traveling by bus to the Rec. Center every Tuesday and Thursday. All boys will go on Tuesday, and the girls will go on Thursday. Lessons will not begin until the second week of camp and will continue for 6 weeks. The lessons will be provided from 10:00 a.m. to 10:45 a.m. At the first lesson, the instructors from the Rec. Center will evaluate the swimming ability of each child and divide the class by capability. Please note: as your child's level of ability changes, they will progress to other groups in the pool. This may mean a new swimming instructor. It would be helpful for you to explain this to your child so that they know they may have different swimming instructors throughout their swimming lessons. Our LLF teachers will always be outside the pool to supervise and ensure adequate supervision at all times. This is a great opportunity for children at any skill level to enjoy swimming. Parents are welcome to come to the rec. center to observe these lessons. The Rec. center will be providing an information session for parents before the lessons begin. Date and time of this session will be announced.

Every Monday, each child will bring a clean swimsuit and two towels to LLF for swim lessons and water play. Please be sure to bring two towels each week and underwear to change into after swimming. Please label all items. Swimsuits and towels will then be kept at LLF all week for outdoor water play, and the children can change into their swimsuits for the Tuesday/Thursday swim lesson. Swimsuits and towels will be sent home each Friday for washing. We recommend you put your child's clothing and towels in a backpack, no handle bags please. Girls with long hair should have their hair tied back or in a ponytail to keep hair off their face and prevent tangled hair. We also request that children do not wear any jewelry to swim lessons.

Bus transportation: We have arranged through the Berea School System to transport the summer camp class to all field trips and all swimming lessons on a school bus.

For all activities, especially field trips, we require that your child travel with the group. Parents wanting to directly drop off/pick up their child to/from the activity causes unnecessary confusion for the staff. Therefore, unless emergency situation dictates alternative arrangements, each child is to be dropped off/picked up from LLF.

Chaperones: We will be asking parents to each volunteer as a chaperone for at least one field trip during the summer. We have decided that one adult chaperone (this includes teachers) is needed for every five children. Because of the number of children that are allowed on the bus, there may be a need for chaperones to drive in their own cars to field trips, following the bus. Also, if your child has had discipline problems, the staff has the option of denying the child from going on the field trip or requesting the child's parent to accompany him/her on the trip. A chaperone guideline sheet will be given to parents prior to the field trip you will attend.

Camp fees: A NON-REFUNDABLE activity fee of \$185.00 for each child is due to enroll your child in summer camp. This activity fee covers the cost for transportation, field trips, music classes, arts and craft supplies, etc. The fee cannot be prorated. We have tried to keep the fee reasonable, and yet offer some exciting and unique opportunities for the children.

Weekly Tuition: The weekly tuition rate for the summer program will be determined by the Board and will be charged per week per child. The LLF vacation policies for notification and vacation rates remain in effect.

Sunscreen & Water Bottle: We plan to get the children outside for play, fresh air, under the sprinkler, etc. weather permitting every day. Sunscreen and water bottle is optional but encouraged. If you would like your child to have sunscreen applied during camp, you will need to complete a sunscreen form that will be given to you at the beginning of camp and provide sunscreen to the camp teachers with your child's name labeled on the bottle.

Extra Clothing: Please make sure your child has two sets of extra clothes to leave in his/her locker at school. All clothing should be labeled with child's name.

Attendance: Most of our activities will start at 9:00 a.m. Please have your child at the daycare by 8:30 a.m. for attendance. If your child will not be attending that day, please notify the office (3-5264) as soon as possible. Breakfast is served between 8:00 and 9:00 am.

Behavior: We are working to create a safe and happy summer camp for the children, staff and parents. To realize this goal, there are three basic expectations that must be followed for everyone's safety:

1. Behavior that is physically, mentally, or emotionally harmful will NOT be tolerated.
 2. Respect is always expected for ALL staff, parents, and children.
 3. Damage or destruction of LLF property WILL NOT be tolerated.
- Failure to follow these guidelines may result in a request for parents to terminate their child's enrollment in the summer camp program with a loss of all camp fees.

Illness Policy: Summer camp students will also be following the LLF Communicable Disease/Illness Policy from the LLF Parents Policies and Procedures Packet. Please review this policy as it will be enforced as needed based on illnesses.

LLF 2006 Summer Camp Field Trips

(Dates and times will be on upcoming calendar)

SPRING MIST FARM
LAKE ERIE NATURE & SCIENCE CENTER &
PLANETARIUM
MOVIES
BUMPER BOWLING
CUYAHOGA COUNTY FAIRGROUNDS
BROOK PARK WATER PARK
GOODTIME 3 BOAT RIDE
PUMP IT UP
PUTT-PUTT GOLF
CHILDREN'S MUSEUM
RAPID TRANSIT RIDE
GREAT LAKES SCIENCE CENTER

*MORE FIELD TRIPS MAY BE ADDED BEFORE CAMP BEGINS



LLF Summer Camp Registration

Child's Name _____

Parent's Name _____

Parent's Work Phone Number _____

Child's Shoe Size (for bowling) _____

To help us plan better, which weeks will your child be attending?
(Check all that apply)

Check here

June 12-16 _____

June 19-23 _____

June 26- 30 _____

July 3- 7 _____

July 10-14 _____

July 17-21 _____

July 24-28 _____

July 31- Aug. 4 _____

Aug. 7-11 _____

Aug. 14-18 _____

Aug. 21-25 _____

If a family will be on vacation during camp, LLF's vacation rate applies.
Please refer to the Policies and Procedures handbook to properly inform LLF
of your vacation dates so that a credit can be applied to your account.

LEWIS LITTLE FOLKS, INC. ELIGIBILITY CERTIFICATION

I hereby certify that I my child(ren) are eligible to participate in the Lewis Little Folks (LLF) Summer Camp Program based on my status as:

____Active NASA Civil Service Employee

____Spouse/Dependent of Active NASA Civil Service Employee

____Retired NASA Civil Service Employee

____Spouse/Dependent of Retired NASA Civil Service Employee

____In-House NASA Support Service Contract Employee

Contractor _____

Contract Number _____

____Spouse/Dependent of In-House NASA Support Service Contract Employee

____Other (Specify) _____

Name_____

(Print child's name)

Parent's Name_____

Date _____

Signed_____

(Parent's signature)

Telephone_____

(Parent's work number)

Mail Stop_____

(Or other address)

LLF 2006 Summer Camp Permission Slip

Field Trip Permission Slip

My Child, _____, has my permission to attend all of the scheduled field trips and special activities including but not limited to those activities requiring transport to a location off of GRC facilities with the LLF summer camp class. He/she also has my permission to go on hikes, walks to the picnic grounds area, LLF front sidewalk, and baseball/track, and soccer area to receive his/her daily dose of fresh air. I have received a schedule of activities planned and understand the inherent risks involved with participating in each activity planned. I further agree that I will not hold LLF liable for injury related to such inherent risks.

Signature of Parent/Guardian _____

Date _____

Swimming Permission Slip

My child, _____, has my permission to participate in swimming lessons at the Brook Park Recreation Center. I understand that a certified and trained instructor will determine the level of ability at which he/she swims. I have received a schedule of swimming lessons and other water activities planned and understand the inherent risks involved with participating in water sports. I further agree that I will not hold LLF liable for injury related to such inherent risks.

My child is a swimmer _____

Non-swimmer _____

Signature of Parent/Guardian _____

Date _____

Make-up/Face Painting Permission Slip

My child, _____ has my permission to wear make-up/face painting for art projects.

Signature of Parent/Guardian _____

Date _____

LLF BEHAVIOR CONTRACT

I (child's name)_____ agree to follow the rules listed below, while attending the LLF Summer Camp program.

1. FOLLOW CLASSROOM RULES AT ALL TIMES
2. FOLLOW FIELD TRIP RULES: STAY WITH AND FOLLOW DIRECTIONS OF CHAPERONE, RESPECT PROPERTY AT FIELD TRIP SITE
3. FOLLOW SCHOOL BUS RULES
4. STAY IN STAFF DIRECTED AREAS
5. RESPECT LLF STAFF, PARENTS, CHILDREN AND LLF PROPERTY

*Specific details of rules will be explained to children at the beginning of camp.

If I choose not to follow the rules, I understand the consequences of my actions are as follows:

1. I may be redirected to another activity.
2. I may be given a supervised time out.
3. I may receive a written warning or phone call to my parent.
4. I may be temporarily removed from the summer camp class and/or from attending a field trip or event.
5. I may be suspended either temporarily or permanently from the LLF summer camp program; the length of the suspension will be decided by the Director or their representative. Both the frequency and severity of a behavior may be used to make this determination.

Note: Parents- please review these rules with your child so that everyone attending may have a safe and fun-filled camp experience.

Signature of parent/guardian_____

Date_____

2006 SUMMER CAMP ENROLLMENT INFORMATION:

The following items are required to register your child in Summer Camp:

1. A child who is eligible to attend Kindergarten, First, Second, or Third Grade with a parent or legal guardian or grandparent who is a NASA Civil Servant, Support Service Contractor, or Lewis Little Folks employee.
2. The attached Registration Form, Eligibility Certification Form, Permission Form, and Behavior Contract, completed.
3. Activity fee of \$185.00 in check or money order (no cash please) made out to Lewis Little Folks. Please take note that this fee is non-refundable and will be used towards all field trips and events.
4. Parents of children not currently enrolled in LLF (older siblings, former students) will also be required to pay a \$35.00 registration fee in check or money order made out to Lewis Little Folks at the time of enrollment. Then, at the beginning of summer camp, a security deposit equal to two weeks tuition will be due for children not currently enrolled at LLF. This security deposit will be applied to the final two weeks' tuition of enrollment.

If the above items are not present at the time of registration, your child will not be considered registered in LLF's Summer Camp Program until all items are received. There will be no "holding" of spots without all of the required registration materials.

REGISTRATION DATES AND TIMES:

We are holding open enrollment for all current eligible LLF Tigers and Kindergarteners and all LLF eligible siblings. We are anticipating that we will have enough spaces for current LLF students and their siblings who meet the eligibility requirements above.

Registration will take now through April 25, 2006. There is no need for a first-come, first-serve basis for enrollment, because we anticipate enough slots for all interested. Please turn in all forms and payments to the office during office hours. Please make sure that Maureen or Carmella receive the forms to avoid any lost paperwork or payments.

After the enrollment period is complete for LLF students and siblings, available openings will be announced to former LLF students. This will take place after April 25, 2006.